



Role profiles for Advisory Panel of Experts by Experience (APEX) representatives

APEX aims to:

- Embed the views of experts by experience within the delivery and development of the Edinburgh Clinical Psychology training programme
- Create a culture and practice of expert by experience involvement where experts by experience are valued and respected as individuals and supported to engage in user and carer involvement with the Programme.
- Ensure meetings are conducted in open, friendly manner and participation is actively encouraged
- For further information see the Terms of Reference for APEX

APEX members will be required to agree to adhere to the Volunteer Agreement which sets out the responsibilities of the Programme toward volunteers and the responsibilities of volunteers in fulfilling their role.

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Role Profile: Core APEX Member

Although new members of APEX are not formally selected, some of the following skills, experiences and qualities are required to fulfil this role:

- Experience of discussing psychological issues/disability/mental health with health professionals, preferably psychological services, in an NHS setting as a service user and/or carer.
- Able to use personal experiences of mental distress or of caring for someone, to support expert by experience involvement in the development of the Clinical Psychology Programme
- Assist the development of the Programme by using any experiences of stigma and discrimination
- Be fair and objective, keep an open mind and engage, as well as you are able, with the discussions that take place at meetings.
- Awareness of and sensitive to diversity issues i.e. gender, socio-economic status, age, ethnicity, sexuality etc.
- Able to concentrate and listen for a period of up to one hour at any one time and let us know of any reasonable adjustments which we can make to help you concentrate during this period.
- Retain confidentiality. Your involvement in some project work may mean you have access to confidential information. You are required to maintain confidentiality of that information.
- Contact our Programme Administrator if you are unable to attend a meeting or fulfil any actions previously agreed upon.
- Engage in active listening and be prepared to ask questions or seek clarification, if this is needed

Role Profile: Selection Sub-Committee Representative

The Selection Sub-Committee is the committee within the Programme that has responsibility for reviewing criteria and processes used at all stages of selection.

Rationale for involvement of experts by experience in selection:

- To ensure that the views and experiences of experts by experience who have received or may receive psychological services are included in decisions about selecting trainees onto the Programme.
- To use the expertise of experts by experience in the recruitment and selection of trainee clinical psychologists to ensure that trainees who will go on to make good clinical psychologists are selected.

APEX will propose two core members to represent APEX on the selection sub-committee. The selection sub-committee must ratify any such proposal to ensure that the needs of the sub-committee are met.

APEX selection sub-committee representatives will be members of the Programme Selection Sub-Committee. Programme sub-committee Chairs will liaise with APEX periodically to provide feedback on APEX input to the sub-committee.

In addition to the qualities for Core APEX members, some of the following skills, experiences and qualities are required to fulfil the role of selection sub-committee APEX representative:

- To represent the views of APEX on the Selection Sub-Committee regarding the criteria and processes used for selection
- To provide APEX with updates from the Selection Sub-Committee
- To attend Selection Sub-committee meetings
- To respect issues of confidentiality at all times.
- To behave in a professional manner at all times
- To identify any support and access needs and communicate these to the co-ordinator of Selection.
- To review the criteria and processes used for selection of trainee clinical psychologists
- To be willing to offer support to experts by experience new to trainee selection.
- To provide feedback to the Programme on its Selection Procedure for quality purposes, including, expert by experience involvement.
- To let the Programme know as soon as possible if you are unable to continue to be a member of the Selection Committee or take part in trainee selection.
- Experience and/or training in recruitment and selection is desirable, though not essential
- Anyone considering applying for the Doctorate in Clinical Psychology at any point in the future will not be eligible for this role.

Role Profile: Joint Training Committee Representative

The Training Programme is organised and run jointly by the NHS and the University of Edinburgh via a Joint Clinical Psychology Training Committee (JTC). The JTC comprises representatives of the programme stakeholders (University staff, NES, NHS area representatives and clinical psychology service managers, clinical psychologist placement supervisors, central clinical tutors, local NHS psychology tutors and current trainees). The JTC oversees the strategic direction of the Programme. It is not concerned with day-to-day running of the Course; it is more focused on how the course philosophy is executed and whether the content of training fits with the needs of the Health Board Areas, the NHS training agenda and the populations served by clinical psychologists.

Rationale for involvement of experts by experience on the Joint Training Committee (JTC):

- To represent the views of APEX and through this provide an expert by experience perspective on matters relevant to the Programme and its strategic direction.
- To contribute as a stakeholder to providing advice and guidance on:
 - The strategic planning of the Programme
 - Programme policy and procedures
 - Developments in Programme activities as relevant to producing qualified psychologists who are 'fit for purpose'.

APEX will propose two core members to represent APEX on the JTC. The JTC must ratify any such proposal to ensure that the needs of the committee are met.

APEX JTC representatives will be members of the Programme Joint Training Committee.

In addition to the qualities for Core APEX members, some of the following skills, experiences and qualities are required to fulfil the role of APEX representative:

- To attend at least two half day meetings per year
- To be able to consider and contribute to discussions on strategic, systemic and developmental aspects of the Training Programme
- To contribute to discussion and debate constructively and in a professional manner
- To respect confidentiality.
- To contribute agenda items to meetings where appropriate.
- To represent effectively the views of APEX on the agenda items under discussion.
- To come to meetings prepared:
 - To read agendas and the minutes of previous meetings in advance of each meeting and related documentation.
 - In particular to be prepared to convey APEX views on topics of particular relevance to APEX

- As required, to attend a pre-meeting briefing with a member of the programme staff.
- To be able to ask for clarification if unsure of something.
- To act as a link person between APEX and JTC
 - To provide updates to JTC on APEX developments
 - To consult with APEX on issues of particular relevance to APEX to ensure the APEX perspective can be expressed at the JTC
 - To provide updates to APEX on JTC developments
- To identify access or support needs and communicate these to the secretary or allocated person in advance.
- To notify the secretary or allocated person as soon as possible if unable to attend.

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Role Profile: APEX Chair for Meetings

APEX meetings will be chaired by a member of APEX. This role is open to any core APEX member who has the required skills and the inclination to take on the role of chair for one or more meetings. The Chair has an important role to play in planning for and running APEX meetings. The Chair aims to help the Panel achieve its aims by helping the Panel function properly, encouraging full participation at meetings, ensuring that all relevant matters are discussed and that effective decisions are made and carried out. A good chair helps the meeting to run smoothly and efficiently. This role is open only to APEX members who are able to commit to attend the relevant meeting. In addition to chairing the meeting itself, the Chair will have some responsibility to do some preparatory work prior to the meeting, with the support of the Clinical Tutor Administrator.

Tasks of the Chair of APEX meetings

- To undertake any necessary preparation prior to the meeting (with support from Admin), such as preparing the meeting agenda
- To arrive at least 10 minutes prior to the official start time for the meeting
- To plan and run meetings in accordance to APEX Terms of Reference and guidelines.
- To bring impartiality and objectivity to meetings and decision-making.
- To start and finish the meeting at the agreed times.
- To help the group follow the agenda of each meeting
- To ensure matters are dealt with in an orderly, efficient manner
- To keep discussions focussed on topic
- To ensure everyone has a chance to express their views
- To listen to the views of others
- To help minimise interruptions
- To support the group to reach clear decisions
- To summarise decisions that have been made
- To make collaborative decisions re prioritisation of business when time constraints mean it's not possible to discuss all business in the meeting
- To ensure the items not discussed at the current meeting as carried forward to be discussed at subsequent meetings
- To consider the meeting overall, not just the topic under discussion. This can make it more difficult for you to participate in the discussions
- To draw a balance between hearing everyone's views and getting through the business.
- To participate in the meeting when possible, but recognising if there are particular items on the agenda that the Chair feels he or she needs to be relieved of the role of Chair while this particular item is discussed and to raise this prior to the meeting

Qualities and Skills Required

- Good leadership skills.
- Good communication and interpersonal skills.

- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the function of APEX and the roles/responsibilities of APEX members

Selection of Chairperson

- For a trial period, we will rotate the Chairperson, to allow everyone who has an interest in this role to have an opportunity to take this on.
- There is no expectation that every member of APEX will want to Chair meetings
- To agree on Chair for future meeting, 'Chair for next meeting' will now be a standing item on the agenda for APEX meetings
- Any member of APEX can, during a meeting, propose a vote of no confidence in the Chair if the member feels the Chair is not fulfilling this role description. In this event, a vote of those present will be held with the outcome being decided by a simple majority. In the event of this vote being upheld, one of the co-conveners will Chair the rest of the meeting.

If for any reason the Chair is unable to attend the meeting and there has been insufficient time to delegate the role of Chair to another APEX member prior to the meeting, one of the APEX Co-conveners will be asked to Chair.

Role profile: APEX trainee representatives

Two trainee Clinical Psychologists are selected amongst themselves during the first teaching block in their first year of training. These two trainees represent their cohort for the full course of training.

The role of the trainee representatives is:

- To attend APEX meetings where possible and send their apologies if they are unable to attend
- To respect confidentiality at all times
- To contribute to discussions on the Training Programme as appropriate
- To give a rationale and thoughtful perspective as a trainee on the Training Programme
- To contribute to discussion and debate constructively and in a professional manner
- To contribute agenda items to meetings where appropriate
- To come to meetings prepared to read agendas and the minutes of previous meetings and related documentation in advance of each meeting
- To contribute to improvement projects, such as leaflet and website content, and discuss this with their cohort if necessary
- To act as a link between APEX and their cohort by:
 - Disseminating any relevant information or actions from APEX meetings to their cohorts
 - Collecting feedback from their cohort on APEX involvement in training and feed this back to the APEX team

Role Profile: Co-convenor

The role of co-convenor is to support the Chair and Panel to achieve its aims and function effectively. This may be by enabling and encouraging everyone's participation at meetings as appropriate. Providing support and ongoing feedback to the chair to ensure all pertinent matters are reviewed and clear decisions and actions made to help the meeting to run smoothly and efficiently. As noted above, in a situation in which a vote of no confidence in the Chair Person, the Co-convenor would be required to chair the remainder of the meeting.

Selection of Co-Convenor

This role should be rotated every two years. This should be reviewed by all members and agreement reached by majority vote as to who should hold the roles.

This role is open only to APEX members who are able to commit to attend the relevant meetings.

As with other APEX roles, the following skills, experiences and qualities are required to fulfil this role:

- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Experience of discussing psychological issues/disability/mental health with health professionals, preferably psychological services, in an NHS setting as a service user and/or carer.
- Able to use personal experiences of mental distress or of caring for someone, to support expert by experience involvement in the development of the Clinical Psychology Programme
- Assist the development of the Programme by using any experiences of stigma and discrimination
- Be fair and objective, keep an open mind and engage, as well as you are able, with the discussions that take place at meetings.
- Awareness of and sensitive to diversity issues i.e. gender, socio-economic status, age, ethnicity, sexuality etc.
- Able to concentrate and listen for a period of up to one hour at any one time and let us know of any reasonable adjustments which we can make to help you concentrate during this period.
- Retain confidentiality. Your involvement in some project work may mean you have access to confidential information. You are required to maintain confidentiality of that information.

- Contact our Programme Administrator if you are unable to attend a meeting or fulfil any actions previously agreed upon.

Engage in active listening and be prepared to ask questions or seek clarification, if this is needed

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Role Profile: Interpersonal Task Assessor

Overview

The Interpersonal Task is a key part of the selection process for clinical psychology trainees on the East of Scotland DClinPsy. The interpersonal task happens normally around May and as part the process trainees are interviewed by panels of academic and health board representatives.

Rationale for involvement of experts by experience in assessing this aspect of selection:

- APEX were instrumental in making the case for introducing this element into selection – as a way of gauging candidates' 'bedside manner.'
- APEX members through their direct and indirect use of services have experience of staff that is a valuable addition to the perspective provided by NHS and University assessors.

APEX will propose up to six members to act as APEX Interpersonal Task (IPT) Assessors. All proposals will be considered for agreement by the Joint Training Committee's Selection sub-Committee (this process TBC).

Support and Guidance

Selection sub-Committee and the Convenor of the Inter-personal Task are responsible for offering support and guidance to APEX members during both the training days and selection week. This to include consideration of potential reasonable adjustments any APEX Member may require to enable them to take up this role.

During both training days and the selection week the IPT Convenor is the best first point of contact for any APEX Member involved in the process who has any particular concern they wish to raise – or any particular support need.

The IPT Assessors very much work as a team – and this includes supporting each other in relation to any necessary debrief following particular candidate or more generally during or after a session. In addition there will be a formal opportunity to provide feedback on the process to the IPT Convenor and then to APEX Committee and JTC Selection sub-Committee. Any APEX Member who would like / need additional one to one debrief should discuss this with the IPT Convenor who will either provide this him or herself or identify one of the other assessors to provide this.

APEX Members who have already fulfilled this role also offer a valuable resource to APEX Members considering involvement with this role.

Value

APEX members who have been involved with IPT in the past have found it to be a rewarding process. It allows APEX members to draw from their direct and indirect experiences of receiving care to support the selection process. For some it is a way

of showing their commitment to the value of talking therapies in general. It also provides a way of helping to ensure the relevant personal qualities of candidates are given appropriate weighting during the selection process.

Commitment

In addition to the qualities for Core APEX members, anyone considering the role of an APEX IPT Assessor would need to commit to the following:

- To attend relevant general selection awareness training, such as that provided by NES
- To attend and actively participate in two training sessions of two hours duration (usually one in February and one in April) with other IPT assessors.
- To attend and actively participate in at least three half-day sessions during the selection week which is usually from Monday through to Thursday in May each year.

Skills

The role of IPT Assessor require the following skills, which will need to be demonstrated for sustained periods of time – up to 3-4 hours with limited breaks:

- A significant degree of attention.
- The ability to retain information provided and skills developed at training days in February and April and put them into practice during selection in May.
- The ability to provide a consistent approach to all candidates.
- Good observational and listening skills.
- The ability and confidence to express your views on each candidate's performance based on your observations (this is done orally to the two clinical psychology assessors)
- To respect issues of confidentiality at all times.
- To behave in a professional manner at all times.

Expectations

In addition the APEX IPT Assessors will be expected:

- To let the IPT convenor know ASAP if you are unable to attend any of the training sessions or any of the interview slots you have signed up to.
- To contribute in partnership with NHS and University Staff to providing APEX with updates from the IPT as relevant
- To identify any personal support and access needs and communicate these to the convenor of the IPT.
- To participate, alongside NHS, University staff and professional actors in reviewing the criteria and processes used during the IPT.
- To be willing, in conjunction with NHS and University staff to offer support to experts by experience new to the IPT Assessor Role.

- To let the Programme know as soon as possible if you are unable to continue to be an APEX IPT Assessor.

Experience and/or training in recruitment and selection is desirable, though not essential as all necessary training will be provided.

Anyone considering applying for the Doctorate in Clinical Psychology at any point in the future will not be eligible for this role.

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